

STORAGE FACILITY REVIEW USDA DONATED FOOD

Name of Recipient Agency	Vendor No.	Date of Review
Site	Site Address	

INSTRUCTIONS:

United States Department of Agriculture (USDA) regulations, 7 Code of Federal Regulations, Part 250, require that all agencies participating in the donated food program conduct an annual review of all storage facilities. Please utilize this form when conducting the storage facility review for each site, warehouse, and /or commercial storage. Any item(s) below checked "No" must be corrected and a report of corrective action(s) must be retained with this form in your agency files and a copy submitted to the Food Distribution Program.

NOTE: You must complete a form for each site where USDA donated foods are stored, used, or consumed.
If additional copies are needed, use this form as a master.

	Yes	No		Yes	No
Are keys to storage areas issued only to appropriate food service and security personnel?			Once a sack is opened, is the dry commodity stored in a container with a tight-fitting cover?		
Are storage facilities clean and well organized?			Are all commodities stored off the floor and away from walls?		
Is freezer storage (0° F or below) provided for commodities that require to be frozen?			Have precautions been taken to prevent infestation and/or contamination?		
Is refrigeration storage (32° - 40°F) provided for commodities that require to be refrigerated?			Is a first in, first out method (FIFO) used in issuing commodities?		
Are freezer and refrigerators routinely inspected to assure proper and continuous operations (at least once a day and no less than once in three days)?			Are commodities stored away from contaminants; e.g., as gasoline, solvents, cleaning supplies, etc.?		
Are all commodities, other than frozen and refrigerated, stored in cool, dry, well-ventilated storage areas between 50-70°F?			Is a current health inspection certificate on file for each site, warehouse, and/or commercial storage facility where commodities are stored?		

CERTIFICATION I hereby certify that the information given herein is true to the best of my knowledge and belief. Written records are readily available to substantiate the information given.	Name of Food Service Contact Person	Telephone No.
		Fax No.
	Signature of Food Service Contact Person	Date

RETAIN FOR YOUR FILES